

19 APR 1988

MEMORANDUM FOR: Chief, OC Contract Team, Agency Contracts Group, OL

FROM:

Chief, Agency Contracts Group, OL

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SUBJECT: Delegation of Procurement Authority

25X1 1. Procurement Authority. Pursuant to the authority vested in me as Chief of the Agency Contracts Group, Office of Logistics, as specified in [redacted] dated March 1988, I hereby delegate to [redacted] unlimited procurement authority to negotiate, execute and administer procurement actions in support of the Office of Communications.

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2. This authority shall include but not be limited to contracts for: (a) research, development and engineering; (b) services; (c) prototype or follow-on production units of equipment previously developed; (d) external analysis; (e) ADP equipment and services; (f) commercial, off-the-shelf equipment and supplies which (1) are modified to meet Government requirements; (2) are otherwise distinguishable from its normal commercial counterpart; (3) are required for support or integration within a system; or (4) when, in the discretion of the Chief, Agency Contracts Group, Office of Logistics, circumstances are present that warrant retaining the procurement within his cognizance.

3. Procurement authority granted hereunder may not be redelegated without specific prior approval of the Chief, Agency Contracts Group.

4. In the event you are unavailable, the Chief, Agency Contracts Group, Office of Logistics, will serve as your back-up for any contract actions that exceed your deputy's procurement authority. Either the Chief or the Deputy Chief of the Agency Contracts Group will have full authority to act for you in your absence. To facilitate this arrangement, you are required to keep me generally apprised of your activities.

5. Administrative contracting authority may be redelegated to those procurement officers approved by the undersigned; provided, however, such administrative contracting authority shall not include the authority to execute changes or

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amendments to contracts involving an increase or decrease in funds or an increase or decrease in the scope of work of the contract.

6. Responsibilities. Your authority to obligate funds by contract is unlimited in amount. You will exercise your delegation of procurement authority in accordance with all applicable Agency regulations and procurement policies and procedures promulgated by the Director of Logistics. This authority is delegated to you subject to the following: "

a. You will ensure prior to the execution of any contractual document or the issuance of a notice or authority to a contractor to proceed that appropriate funds have been made available to you for the proposed action, and further, that all required approvals have been obtained from the appropriate approving officials.

b. A contract shall not be terminated for convenience or for default without my approval.

c. You shall without undue delay advise me of any potential overrun or action which could result in an overrun in excess of \$30,000.

d. You shall without undue delay advise me of any claims or matters brought by a contractor that may result in litigation or may fall within the "Disputes" clause of the contract. Such matters would include but not be limited to patent, data or other contractual matters that may be presented to the Comptroller General or the Board of Contract Appeals.

e. Any Letter Contracts shall require my expressed written approval.

7. ACRB Approval. As a condition precedent to the exercise of the above procurement authority, review by the Agency Contract Review Board and approval by the Director of Logistics shall be obtained for the following proposed contract actions except that the board may from time to time exempt specific contracts or classes of contracts from such review:

a. All proposed contracts and modifications individually exceeding \$500,000 in value.

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b. Individual or collective overrun modifications exceeding \$125,000 and more than 25 percent of the original estimated cost of the contract.

8. In all cases, a review shall be conducted of the proposed docket and associated case material by the Agency Contracts Group Review Board concurrent with its release to the Agency Contract Review Board.

9. Referrals to the Contract Review Board. You may submit proposed contracts or modifications to the Agency Contract Review Board regardless of the amount when in your judgment the action involves or might involve policy matters or controversial issues of such significance that prior Board review would serve the best interests of the Agency.

10. Referrals by the Director of Logistics. Primary procurement responsibility for the procurement requirements of each Directorate or Office resides in those Directorate or Office Contracting Officers specifically authorized to exercise contracting authority by the Director of Logistics in accordance with written delegations. Notwithstanding the primary responsibility of each Directorate or Office Contracting Officer, however, the Director of Logistics may transfer procurement responsibility between contracting officers in specific cases when the best interests of the Agency would be served thereby.

11. The contracting team concept contemplates that contracting officer, technical officer, security officer, and auditor will be so integrated into their designated organizations or Office as to best serve Directorate or Office requirements. The Directorate or Office Contracting Team will, therefore, automatically support the requirements of the Directorate or Office except for those classes of procurement actions when special circumstances justify alternate courses of action. Such circumstances might include:

a. Unusual security requirements which dictate only one Contracting Officer represent the Agency for all directorates or offices in a given case.

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b. Unusual business circumstances suggesting that the Directorate or Office Contracting Officer having the predominant interest in a particular contractor should represent one or more Directorates in the contracting effort under consideration.

c. A joint procurement funded by two or more Offices or Directorates, but technically monitored by one Directorate.

d. Commercial products or services now procured by ADP and Engineering Branch, Production and Services Contracts Branch, or General Procurement Branch will continue to be procured by the Core Team or the General Procurement Team unless the item or service falls within the exceptions set forth in paragraph 2e above or is urgently needed by the host office.

e. ADP equipment now purchased by the OIT Team for all Agency needs will continue to be purchased by the OIT Team, unless your host office requires a stand-alone system or individual PC. Any such procurements by your Team will be coordinated with the OIT Team to take advantage of consolidations, quantity discounts, requirements contracts, etc.

12. Referrals by Contracting Officer. When circumstances exist which dictate that a particular procurement could be more effectively accomplished by another Contracting Officer Team, you may transfer such procurement action with the consent of the receiving Contracting Officer.

13. Performance. Your Performance Appraisal Report (PAR) will be written by the designated official within the Office to which you are assigned. Reviewing comments will be the responsibility of the Deputy Chief, ACG. The Procurement Management Staff, Office of Logistics, will periodically inspect the performance of your team to confirm that contract actions are in accordance with this delegation.

14. A copy of any redelegation and recisions thereof will be forwarded to Procurement Management Staff, OL, for retention.

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15. This Delegation of Procurement Authority remains in effect as long as you retain this specific position, or until rescinded in writing.

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CONCUR:

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Chief, Logistics & Procurement
Law Division, OGC

19 April 88
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